



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD, SUITE 20201  
ALBANY GA 31704

5100

S11

APR 22 2014

From: Commanding General  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS LOGISTICS  
COMMAND (MARCORLOGCOM) FY14 101 CRITICAL DAYS OF SUMMER  
SAFETY STAND-DOWN

Ref: (a) MCO 5100.29B

Encl: (1) Fair Weather Sequence of Events & Bus Schedule  
(2) Inclement Weather Sequence of Events & Bus Schedule  
(3) Covella Pond Map of 101 Critical Days of Summer 2014  
(4) List of Presenters

1. Situation. Memorial Day weekend is a milestone of a busy summer schedule that includes leisure travel, recreational water activities, and home projects. The Marine Corps Logistics Command's (MARCORLOGCOM) objective for the 101 Critical Days of Summer safety stand-down is to provide awareness training, information, and static displays that demonstrate safe practices to our Marine Corps community.

2. Mission. On Wednesday, 14 May 2014, from 0930-1400, MARCORLOGCOM Headquarters (HQ) will conduct a safety stand-down for all Marines and Civilian Marines in order to mitigate the risk of a myriad of potential injuries and/or fatalities that may result from summer related activities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose: To refocus the workforce on being prepared and vigilant with respect to potential safety hazards at work and at home.

(b) Method: Training will emphasize safety procedures for motorcycles, private motor vehicles, recreational vehicles, boats, and miscellaneous watercraft. Additionally, an



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emphasis on lawn and garden tips, heat injury prevention, and general household safety tips will be incorporated.

(c) End State: Command wide safety training completed prior to Memorial Day weekend, 23 May 2014. All personnel assigned to MARCORLOGCOM are required to attend 101 Critical Days of Summer Safety stand-down.

b. Concept of Operations

(1) The event will be conducted in accordance with reference (a) and the enclosures.

(2) All military and civilian personnel are required to attend.

(3) Dress will be casual for civilians and uniform of the day for military.

(4) Centers and Staff sections will ensure all training attendance/make-up is documented via the Enterprise Safety Application Management System (ESAMS). Makeup training, data entry, and confirmation via Tasker should be completed by 23 May 2014. 101 Critical Days of Summer PowerPoint presentation will be provided through the ESAMS for make-up completion. This training must be documented via ESAMS.

c. Tasks

(1) Installations, Environment, and Safety (IE&S)

(a) Coordinate training to refocus on the importance of safety to the mission, and recommitment to home and workplace safety for the future.

(b) Ensure Operational Risk Management (ORM) is conducted and disseminated to safety reps for distribution prior to 13 May 2014.

(c) Provide a published list of presenters.

(d) Provide seating for special needs personnel.

(e) Ensure all facilities are properly organized to include setup and cleanup. Coordinate with division safety reps to police area after event.



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(f) Provide map of event including presenter location and topic via tasker/wildcard.

(g) MARCORLOGCOM Safety Manager shall serve as chairmen of the HQ Command safety stand-down. Ensure coordination with Marine Corps Logistics Base (MCLB), Albany Operations, to request assistance for set-up of equipment, use of Covella Pond amenities, provision of tables, chairs, tents, and bus transportation, as stated below.

(h) Request threat assessment be performed no later than 30 April 2014.

(i) Request use of Covella Pond amenities from 11-15 May 2014 to ensure ample time for preparation, set-up, and teardown of event:

(1) Request the field surrounding Covella Pond be mowed, edged, and trimmed one week before and no later than (NLT) 11 May 2014.

(2) Request tables and floors in the pavilions are pressure washed and/or cleaned prior to event.

(3) Request buildings, field, and surrounding areas be sprayed for insects one week prior to the event and again, as needed before our set-up date of 11 May 2014.

(j) Request provision of 72 tables, 150 chairs, and 25 tents. Ensure tents have tie-downs. In the event of inclement weather, request the tables and chairs be delivered to inclement weather site, Distribution Management Center (DMC) East, Warehouse 1121, (Bay 2) NLT 1300 on 13 May 2014.

(k) Request the following of Garrison Mobile Equipment (GME):

(1) Three buses to pick up and return employees to/from remote locations, in accordance with enclosure (1). If the inclement weather plan is executed, pick up in accordance with enclosure (2).

(2) Dedicated transportation on 12 May at 1000 to pick up equipment from Outdoor Adventures. Deliver to Covella Pond for off-loading and staging. Request GME driver pick up



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same equipment and return to Outdoor Adventures by 1430 on 15 May 2014.

(3) The Crash Convincer presentation. Deliver to Covella Pond for off-loading, staging, demonstration, and pick-up. Ensure liability waiver is prepared.

(1) Request the following of Public Works:

(1) Sufficient power to support tents 13-16 of enclosure 3, and to include any safety equipment necessary to cover tripping hazards due to cord runs.

(2) Extra trash and recycle bins to Covella Pond presentation area. Aluminum and plastic recycle bins will also be needed at Covella Pond to accommodate approximately 2000 people. Deliver by 13 May. Pick up by 1430, 15 May 2014. In the event of inclement weather, request a dumpster and recycle bins be staged at the inclement weather site NLT 1600 on 13 May 2014.

(3) Three five-gallon ice coolers with potable water to be used at first-aid tent.

(4) Dunking booth delivered to Covella pond NLT 11 May, 2014. Contact Chris Shaw x7822 for delivery and set up specifics as details are subject to change.

(5) Approximately 30 yellow cones for various logistical efforts of event on 13 May 2014. Point of Contact (POC) for clarification: Chris Shaw x7822

(6) 10 orange barricades to Covella pond by 13 May 2014. POC for clarification is Joe Carson x8442 or Chris Shaw x7822.

(m) Request Marine Corps Police Department (MCPD) to provide signs and/or cones to mark additional handicap parking in lot off McCawley Avenue at building 5482.

(n) In the event of inclement weather, request 10 port-o-lets be staged NLT 1600 on 13 May 2014, at building 1121. POC will be the DMC Safety Specialist, Joe Carson x8442.

(o) Request the Game Warden to provide exhibits of snakes, posters, insects, spiders, and provide first aid



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information for encounters with various types of wildlife and  
bites.

(p) Request the following of MCLB Risk Management  
Office (RMO):

(1) Safety Specialists to discuss and provide  
educational materials for motorcycle safety, heat stress  
prevention/treatment, and workplace ergonomics and other general  
safety topics. Provide "Fatal Vision Goggle" driving  
demonstration.

(2) Conduct safety spot inspection of event site  
NLT 1000 on 14 May 2014.

(q) Request the following of MCLB Fire Department:

(1) Representatives for the demonstration of fire  
pit safety and other types of summer fire safety.

(2) Fill the dunking booth with water NLT 11 May,  
2014. Contact Chris Shaw x7822 for details.

(3) Ensure ambulance availability for emergency  
transport if necessary.

(r) Request Marine & Family Services to provide  
educational information on their various programs, services, and  
activities provided to Marines, retired service members, their  
family members and authorized Department of Defense (DoD)  
civilian employees.

(s) Request Marine Corps Community Services (MCCS)  
provide a representative for display of educational materials  
relating to alcohol and nutrition; a representative to present  
swimming pool safety tips and materials, and provide information  
regarding use of base pools; and Auto Hobby Shop to provide  
representative to present materials and tips on vehicle  
repair/maintenance safety.

(t) Request SemperFit/Daniel's Fitness Center (DFC)  
provide demonstration of new High Intensity Tactical Training  
(HITT) facility to include proper form, technique, hydration,  
and training aspects of HITT. Provide materials related to DFC  
activities and precautions to take during summer athletic  
activities. Request personnel are dressed out in physical



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training (PT) gear for demonstration of proper form/technique for equipment use. Traditional presenter's tent will be set up in addition to HITT equipment for discussion of DFC programs and resources.

(u) Request MCLB NBHC to provide educational information on preventing skin cancer and other summer skin injuries as well as tobacco cessation.

(v) Request meeting with Base Operations to be held no later than 30 April 2014 to confirm details of subject event and communication with requested Installation services (MCCS, Fire Department, NBHC, and Marine and Family Services.

(3) Organizational Development Office. Provide a news article to the Emblem and televised media coverage.

(4) Commanders/Center Directors. Ensure all employees attend the 101 Critical Days of Summer Safety Stand-down.

(5) Director, DMC

(a) Request work schedules be arranged to allow DMC personnel adequate time to participate in the Command safety stand-down. Buses will be provided and run approximately every 15-20 minutes in front of Building 1121, 1231, and 1426 beginning at 0900 until 1330.

(b) Coordinate with Commander, Marine Depot Maintenance Command (MDMC), to ensure personnel from DMC West are included in the activities scheduled during the safety stand-down in Barstow.

(c) Provide a forklift, operator, and a point of contact for off-loading, staging and reloading of equipment as required at Covella Pond or at inclement weather site as required.

(d) Request two golf carts for the event: One for communications and field support and one that has been governed for the "Fatal Vision Goggle" presentation by Base RMO.

(e) Request 4 hand-held radios to support communication efforts of IE&S staff.

(6) Commanding Officer, (MDMC)



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(a) Request work schedules be arranged to allow MDMC Production Plant Albany (PPA) personnel adequate time to participate in the Command safety stand-down. Buses will be provided and run approximately every 15-20 minutes in front of Building 2200 beginning at 1120 until 1320.

(b) Ensure that a 101 Critical Days of Summer safety event be held in Barstow prior to Memorial Day weekend, 23 May 2014. Design the event to provide safety training and education on hazards associated with both on and off duty operations, outdoor, and recreational activities.

(c) Coordinate with the Director of the DMC to accommodate DMC West Personnel.

(7) Commanding Officer, Blount Island Command. Host a safety stand-down prior to Memorial Day weekend, 23 May 2014. Design the event to provide safety training and education on hazards associated with both on and off duty operations, outdoor, and recreational activities.

(8) Chair of Employee Recognition Day Committee (ERD). Request ERD Committee provide booth with drink/food sales for the duration of event.

#### 4. Administration and Logistics

a. The MARCORLOGCOM Safety Stand-Down event will commence at 0930, Wednesday, 14 May 2014 at Covella Pond. The decision by IE&S to execute the inclement weather plan will be announced no later than 1200 on 13 May 2014; event to proceed at Warehouse 1121, Bay 2. Notify Joe Carson x8442 in the event of inclement weather plan execution.

b. All questions concerning the event will be directed to Chris Shaw, Command Safety Specialist, at 639-7822.

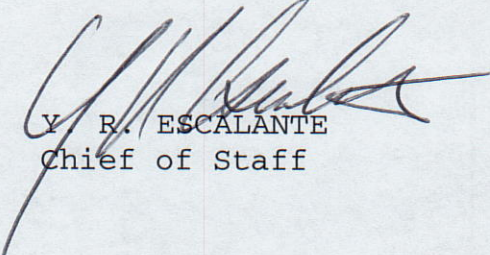
#### 5. Command and Signal

a. Command. This Letter of Instruction (LOI) is applicable to MARCORLOGCOM.

b. Signal. This LOI is effective the date signed.



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Y. R. ESCALANTE  
Chief of Staff

DISTRIBUTION: A

Copy to:  
CO, BIC  
CO, MCLB Albany  
OIC, Naval Branch Medical Clinic  
CO, MDMC  
Dir, DMC



FAIR WEATHER SEQUENCE OF EVENTS AND BUS SCHEDULE

**54 Passenger Bus Schedule**

DMC

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Buildings 1121, 1231, & 1426 beginning at 0900 until 1330.

PPA, Bldg 2200

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Building 2200 (Gate 4) beginning at 1120 until 1320.

Buses will run continuously between Gate 4 and Covella Pond as required for pick up and return of MDMC personnel. This should be accomplished by 1320.



INCLEMENT WEATHER SEQUENCE OF EVENTS AND BUS SCHEDULE

54 Passenger Bus Schedule

Event will be held at Building 1121 - Bays 2 and 3.

**Note: Parking at Bldg. 1121 is extremely limited. Only individuals with handicap/wheelchair requirements will have designated parking.**

MARCORLOGCOM-MCLB

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Buildings 3500, 3600, 3700, and 1360.

PPA, Bldg 2200

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Building 2200(Gate 4) beginning at 1120 until 1320.

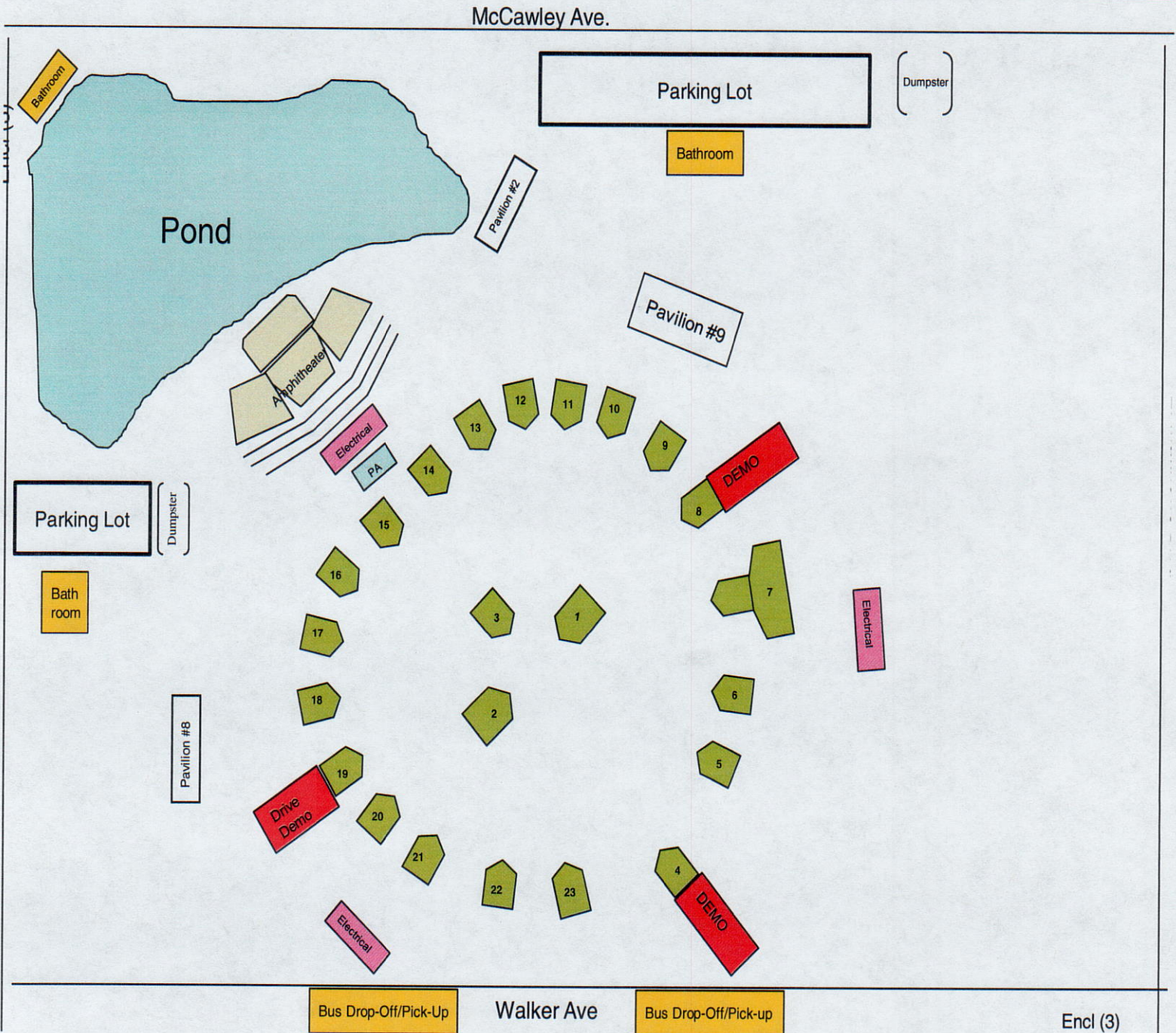
Buses will run continuously between Gate 4 and Building 1121-Bays 2 and 3 as required for pick up and return of MDMC personnel. This should be accomplished by 1320.

Enclosure (2)



Map of Covella Pond - 101 Critical Days of Summer 2014

Details subject to change. Final notification of changes will be made via tasker/wildcard NLT 13 May.



Encl (3)



List of Presenters - MAP LEGEND

Details subject to change. Final notification of changes will be made via tasker/wildcard NLT 13 May.

<b>Tent Number</b>	<b>Presentation Details</b>
1	ERD Chick-fil-A Sales
2	ERD/Safety Dunking Booth Fundraiser
3	Seating/First Aid
4	Tift-Harley Davidson: Motorcycle Safety
5	Albany Honda-Vehicle Safety
6	Swimming Pool Safety/Thomason Gymnasium Activities
7	High Intensity Tactical Training (HITT) Demonstration
8	GA HWY Patrol-Vehicle Restraint Safety
9	Modern Gas-Grilling Safety
10	Chehaw Park: Outdoor Hazards & Wildlife
11	MSC-Tool Safety
12	MSC-Tool Safety Cont.
13	MSC-Hydration & Cooling Safety
14	VPP Reaction Time Demonstration
15	GME- "Convincer" Demonstration
16	Wildside Running: Proper Footwear/Running Safety
17	Marine & Family Services
18	Cycleworld: Bicycle Safety
19	Base Safety (Drunk Goggles/Driving Demo)
20	MCLB Clinic
21	MCLB Fire Department
22	MCLB Game Warden: Wildlife Safety
23	DNR-Boating Safety